

CURRENT FULLTIME JOB OPENINGS

The City of Parma, an equal opportunity employer, is actively seeking individuals for the following positions. There is no residency requirement.

Public Safety

Fire Mechanic

Minimum Requirements:

- A high school diploma or equivalent
- Emergency Vehicle Technician Certification (EVT) in:
 1. Design, performance and preventative maintenance of Fire Vehicles.
 2. Design, performance and preventative maintenance of Ambulances.
- Knowledge of fire department equipment
- Basic knowledge of mechanical repairs
- The ability to plan efficient repair and servicing of Fire vehicles
- The ability to use common hand tools
- The ability to establish and maintain effective public relations

Job Responsibilities:

- Schedules and maintains schedules of repair and maintenance of PFD vehicles
- Keeps records on all PFD vehicles
- Keeps an accurate record of activities, costs and pertinent information including work performed, parts used and costs
- Prepares Annual budget requests based on projected needs
- Prepares Annual Report of previous year's activity and costs
- Maintains records of parts inventory
- Assists in preparing specifications for the purchase of new vehicles
- Determines need for service of vehicles
- Performs preventative maintenance to and makes repairs and adjustment to Fire Vehicles as needed and oversees and arranges repairs that are made outside of PFD
- Obtains price quotes as required
- Prepares purchase requests
- Maintains stock of required parts and maintenance items
- Performs all other related duties as assigned
- Respond to long term or special incidents if requested for vehicle maintenance
- Snow plows PFD property as needed

Hourly rate: \$22.41